**Information Literacy**

* Pre-test [self evaluation]

**What is Information Literacy?**

No matter what your major, you’ll be doing research at Carnegie Mellon. It may be a paper, a group project, a multi-media presentation, a background report for an experiment or performance, or a job search. Information literacy is the ability to define what information you need for each specific purpose, locate the best sources, evaluate them, and use them in your work.

A vast amount of information is available on the Web, in electronic journals and databases, and in print collections and archives. As you become more information literate, you’ll be comfortable with the different types of resources available, so that you can save time, and improve the quality of your work. You’ll learn what to do when a Google search doesn’t meet your needs, and how to recognize misleading websites such as this one, which puports to be the official website of the WTO (World Trade Organization) — <http://www.gatt.org/> [use screenshot of page on trade liberalization statistics]

**Rate yourself. What if…**

* Your architecture professor told you to read an article on reserve at the library?
* You needed to listen to a recording of a Bach partita?
* Your history instructor told you to use only peer-reviewed articles in your paper?
* CMU didn’t have the computer science book you needed?
* You did a Google search on “fear of commitment” and didn’t find anything useful?

**Would you know what to do?**

**What will be covered in this module?**

* Navigating the LibraryWebsite
* Understanding the Information Universe
* Conducting Searches
* Evaluating and Citing Sources

**Navigating the Library Website**

Go to the Library Website [<http://search.library.cmu.edu>]

This is your gateway to vital academic resources that can’t be found on the free web, such as books, periodicals, musical scores and recordings, videos, and electronic databases. The Website is also the place to go for library services, contacts, and news.

**What You Need to Know Now** [Have each area light up in turn]

* Off-Campus/Wireless Access
* Cameo
* Databases
  + A to Z
  + By Subject
* E-Journals A to Z
* Course Reserves
* My Library Account
* Interlibrary Loan
* Ask Andy

**Off-Campus/Remote Access**

Many library resources (especially e-journals and databases) are restricted to Carnegie Mellon users. If you’re off-campus or using a personal laptop, you won’t be recognized as a Carnegie Mellon user because you won’t be coming from a computer with a CMU IP address.

The solution to this problem is to use the **WebVPN** to authenticate.

For example, suppose you’re on vacation and working from your home in Maryland. You click on the JSTOR database link, do your search, and get this message.

[screenshot of remote JSTOR search results. Search = “harry truman and civil rights”]

JSTOR is asking you for a user ID and password, which means it doesn’t recognize you.

* Click on the link **Off-Campus /Remote Access**
* Click on **WebVPN**
* Enter CMU ID and password
* Click on CMU Library

You can now continue your research just as if you were using a campus computer.

LBD: connect through WebVPN and repeat the search above

* Click on **Articles and Databases**
* Click on **Databases A to Z**
* Select **JSTOR**
* Enter the words harry truman and civil rights
* Browse search results

Who is the author of the article entitled “Harrry Truman and the Election of 1948: The Coming of Age of Civil Rights in American Politics”? [answer: Harvard Sitkoff]

DIGT: When do you need to login through the WebVPN? Check all that apply

* You’re using a library computer in the Engineering and Science Library
* You’re using your laptop in Hunt Library
* You’re using a cluster computer
* You’re using a computer in your off-campus apartment
* You’re using a professor’s computer in her office

MSW: Is the VPN used for anything besides accessing library resources?

**Finding Books and Articles**

* **Cameo (CMU’s library catalog)**

Cameo is the place to go when you’re looking for books or other materials in the library collections. It’s right in the center of the website and easy to use.

Walkthrough of search for the book: *The Black Swan: The Impact of the Highly Improbable*

* + - Type in keywords” black swan highly improbable”
    - Search by: title
    - Click on **Search**
    - Click on **book title** for call number, location, circulation status
    - Click on **catalog record** for additional information

DIGT: What are the call number and location of the book *Andy Warhol: The Last Decade*? Answer: N6537 .W28 A4 2009. Oversized section on fourth floor of Hunt Library.

* **Databases** are electronic collections of information, such as periodical and journal articles, data, images, or historical documents. CMU has dozens of subscription databases for you to use. You’ll learn more about them later in this module. Here’s where to find them.
  + **Databases A to Z** (complete list in alphabetical order)
  + **Databases by Subject** (complete list by broad subject area

For example, the engineering database EI Compendex is listed here (show on A to Z list) and under the subject Engineering here (show engineering list) with a description.

* **E-Journals A to Z**

DIGT

1. Find the America History and Life database. What broad subject areas is it listed under? Answer: humanities and social sciences

2. Name a database in the field of mathematics. Answer:MathSciNet

Hint: look under science

This tool is not used for searching for information on a topic. It’s useful if you already have a specific article in mind and want to know whether CMU has access to that journal online.

LBD You’re looking for the article “The Effects of Text Messaging on young Drivers.” You know it was published in the journal *Human Factors in 2009.*  Can you get it online?

Click on **E-Journals A to Z**

Type in human factors

Click on the title **Human Factors**

The 2009 issue is available through **Sage Complete**

Type in the year 2009 and click on **go**

Search for the article by title to get the PDF

DIGT Does CMU have online access to *The Economist?*? For what years? Answer: 1975 to the present. Hint: look at Lexis-Nexis database.

* **Course Reserves**

Sometimes there are readings for a course that everyone in the class needs access to, so the instructor may place these items on reserve in the library. This can be a physical item such as a book or photocopy of a book chapter, or it can be a digital copy of an article or book chapter. To find items on course reserves, you need to look them up in the special Course Reserves catalog to find the call number and location (for physical items) or URL (for e-reserves)

Walkthrough:

1.

Click on **Course Reserves**

Type **brockmann**

Click on **instructor name**

Click on one of Professor Brockmann’s courses.

Retrieve one of the items labeled ER (e-reserves)

Login using your CMU ID and password

2.

Click on **Course Reserves**

Type introduction to probability

Click on **course name**

There are 3 personal copies (PC) of this textbook on reserve at the Hunt Circulation Desk.

Write down the call number PC-Charest-1 and ask for the book at the Circulation Desk. You can check it out for two hours for library use only.

DIGT Is there anything on course reserves for the course Managing Organizations (45-770)?

Spring 2010 yes

Summer 2010?

Fall 2010?

MSW: Some instructors post electronic readings on Blackboard, and others use Course Reserves. What’s the difference? It’s entirely a matter of the instructor’s preference. Check the syllabus for information on required readings and where to find them.

Carnegie Mellon ID and PIN

When to use (renew, place hold, self checkout, etc.)

Where to find them (9-digit code on CMU ID card, PIN is last 4 digits)

How to change PIN

* + - Interlibrary Loan
    - Getting Help
      * Definition Ask Andy [picture gallery of librarians]
      * Worked examples of usage [include a real example of a transaction from IM and E-mail]
      * Timeline for help
      * DIGT [have student find bits of information from Ask Andy page , such as hours, locations, name of a liaison]
    - Low Stakes Quiz